

## Spring 2010 – ALL Undergraduate Students - Dates by Topic (Rev. 10/29/2009)

<p>Academic Calendars for the Health Sciences Center, the School of Professional Development, the Graduate School and Stony Brook Manhattan are published separately.          Complete information is available on the following web sites and telephone numbers.</p> <p>Health Sciences Center: <a href="http://www.uhmc.sunysb.edu/studserv/calendar.html">http://www.uhmc.sunysb.edu/studserv/calendar.html</a> or call 631-444-2111          School of Professional Development: <a href="http://ws.cc.stonybrook.edu/spd/">http://ws.cc.stonybrook.edu/spd/</a> or call 631-632-7050          The Graduate School: <a href="http://www.grad.sunysb.edu/">http://www.grad.sunysb.edu/</a> or call 631-632-4723          Stony Brook Manhattan: <a href="http://www.stonybrook.edu/sb/nyc/">http://www.stonybrook.edu/sb/nyc/</a> or call 646-472-2000          Stony Brook Southampton: <a href="http://www.stonybrook.edu/sb/southampton">http://www.stonybrook.edu/sb/southampton</a> or call 632-8000</p>				
Book Requisition Deadlines	<p>Mar. 30 – Deadline for requisitions to be submitted to the University Bookstore for Summer 2010          Apr. 15 – Deadline for requisitions to be submitted to the University Bookstore for Fall 2010          Oct. 15 – Deadline for requisitions to be submitted to the University Bookstore for Spring 2011</p>			
Definitions (see deadlines and restrictions below)	<p><b>Swap</b> – switch course(s) for other course(s) which equal the same # of credits. Ex: swap MUS 119 (3.0 credits) for ARS 201 (3.0 credits)  <b>Section Change</b> – switch sections within the same course. Ex: switch from PHY 122 section R02 to PHY 122 section R03  <b>Credit Change</b> – change credits on an existing course that allows variable credits. Ex: change from 3.0 to 6.0 credits of MUS 523  <b>Drop-Down/ Move-up</b> – switch within the same subject to a different level of difficulty. Ex: move from MAT 131 to MAT 125  <b>Drop</b> – term used to define the process of dropping individual classes  <b>Withdraw</b> – term used to define the process of dropping all classes, i.e., “withdrawing” from the University.</p>			
<b>Date of Drop &amp; Withdrawal</b>	<b>Tuition % Incurred</b>	<b>Tuition % Refunded</b>	<b>Fees % Refunded</b>	<b>Last Day of Tuition % applies</b>
On or Before 1/31/10	0 %	100 %	100 %	Sunday, 1/31/10
2/01/10 - 2/07/10	30 %	70 %	0 %	Sunday, 2/07/10
2/08/10 - 2/14/10	50 %	50 %	0 %	Sunday, 2/14/10
2/15/10 - 2/21/10	70 %	30 %	0 %	Sunday, 2/21/10
On or after 2/22/2010	100 %	0 %	0 %	
Re-matriculation	Jan. 15	Last day undergraduates can re-matriculate for the Spring 2010 semester.		
Non-Matriculates	Jan. 22	Open Enrollment begins for <b>Undergraduate Non-Matriculated Students (UO)</b> .		
Credit Limit Change	Jan. 22	Credit limit will be raised to 23 credits for all students with a C.G.P.A. of 3.0 or higher, and no “I”, “R”, “NR”, “Q”, or missing grades. (\$20 fee will be automatically billed to students’ accounts for students who enroll in more than 19 credits). Credit limit will be raised to 19 credits for all other students not meeting the above criteria.		
Semester Start (Mon-Fri Classes)	Jan. 25	<b>First Day of Classes.</b> This includes Stony Brook West Campus, SPD Electronic Extension Program, SUNY Learning Net courses, Southampton and Manhattan Campus.		
Late Registration	Jan. 25	Late Registration begins. \$40 fee applies to <b>All students</b> who are not enrolled in at least one course <b>before</b> January 25. This includes students enrolling in SPD, EEP, Manhattan and West Campus classes.		
Senior Auditing	Jan. 27	Senior Auditing Program registration and start of program. Call 631.632.7063 for more information.		
Waitlist Deadline	Jan. 29	<b>Last Day students can place themselves on a waitlisted course. Reminder:</b> Students, who place themselves on a waitlist and change their intent to register, <b>MUST DROP</b> themselves from the Waitlist. If students are registered from the waitlist, students are responsible for any Tuition Liability incurred.		
Ugrd. Students Enrolling in Grad. Courses	Jan. 29	Last day for undergraduates in an Accelerated Bachelors/Masters Degree Program to submit a petition to the Graduate School to enroll in graduate courses.		
Semester Start (Sat. Classes)	Jan. 30	<b>First Day of Saturday Classes.</b> This includes Stony Brook West Campus, SPD Online (Electronic Extension Program/EEP), SUNY Learning Net courses offered through SBU, and Manhattan Campus.		
Drop, Withdraw (Without Tuition Liability)	Jan. 31 Sunday (Bus. Offices Closed)	Last day to drop a class or withdraw from the university <b>without tuition liability</b> . Service offices are closed on weekends. Dropping individual courses must be done via Solar System. <b>Undergraduate Semester Withdrawals</b> You will not be able to drop to zero credits on SOLAR after classes begin. To withdraw for the semester, students must submit the appropriate form to the Registrar’s Office. Forms may be faxed or mailed. Withdrawals will be processed based on date fax received or based on postmarked date. These dates must be <b>PRIOR</b> to the 1/31/10 deadline to avoid tuition liability. For form visit: <a href="http://stonybrook.edu/registrar/forms.htm">http://stonybrook.edu/registrar/forms.htm</a> .		
Adding Classes / Swaps / Late Reg. Ends (Close of Business Day – 4:00 PM)	Feb. 5	Last day to add classes and/or process a swap. Tuition liability may apply if student reduces credit load. (Tuition schedule at website: <a href="http://www.stonybrook.edu/bursar">www.stonybrook.edu/bursar</a> ). End of late registration. Petition required after this date. All changes must be processed by the close of business day (4 PM).		
Drop, Withdraw (Without a “W”) (Close of Business Day – 4:00 PM)	Feb. 5	Last day to drop or withdraw from the university without a “W” (withdraw) recorded on student record. <b>Student is liable to pay pro-rated tuition and all fees.</b> All drops must be processed by the close of business day (4 PM).		
Full-time Status (Close of Business Day – 4:00 PM)	Feb. 5	Last day to change status to or from full-time or part-time status. All changes must be processed by the close of business day (4 PM).		
Apply for Graduation	Feb. 5	Last day for Spring ( <b>May</b> ) or Summer ( <b>August</b> ) degree candidates to apply for graduation. West Campus Undergraduates must apply online via Solar (Click on the “Apply for Graduation” Link on your homepage.) <b>Only Seniors (U4) who have completed (posted to their records) at least 108 credits (or greater) with a declared major will be eligible to apply.</b>		
Declaration of Major & TAP Awards	Feb. 12	Last day for Juniors (57 credits or more) to declare a primary major to satisfy TAP requirements. For form visit: <a href="http://stonybrook.edu/registrar/forms.htm">http://stonybrook.edu/registrar/forms.htm</a> . For TAP Information: <a href="http://www.stonybrook.edu/registrar/tap">http://www.stonybrook.edu/registrar/tap</a> .		
Stony Brook Day	TBA	<b>TO BE ANNOUNCED. Stony Brook Day in Albany. University sponsored event.</b>		
Drop-down / Move-up	Mar. 5	Last day to process a drop-down or move-up for selected PHY, MAT, and MAP courses. Students must		

(Close of Business Day – 4:00 PM)		have signed form with instructor approval. All changes must be processed by the close of business day (4 PM).
("I") Removal	Mar. 12	Last day for removal of Incomplete grades from the Fall 2009 and Winter 2010 Terms.
NR to NF Conversion	Mar. 12	Deadline to resolve NR grades for the Fall 2009 and Winter 2010 Terms.
Section Changes Credit Changes (Close of Business Day – 4:00 PM)	Mar. 26	Last day for all students to process a Section Change or Credit Change for an existing enrolled course. Section change/Credit change form with appropriate signatures required for processing. All changes must be processed by the close of business day (4 PM).
Pass / No Credit (Close of Business Day – 4:00 PM)	Mar. 26	Last day to change a class to or from the Pass/No Credit option. All changes must be processed by the close of business (4pm). Full-time students are limited to 8.0 credits of P/NC and part-time students are limited to 4.0 credits of P/NC. <b>NOTE: Students who EXCEED these limits, the P/NC option will be administratively removed for the last course(s) for which the P/NC option was selected. NOTE: There is NO petition process to change a class to or from the P/NC option after the deadline.</b> All changes must be processed by the close of business day (4 PM).
Dropping classes (Close of Business Day – 4:00 PM)	Mar. 26	Last day to drop a course. ("W" will be recorded). Full-time students must remain full-time with a minimum of twelve (12.0) credits. All changes must be processed by the close of business day (4 PM).
Spring Recess	Mar. 29 – Apr. 4	<b>Spring Recess</b> (Mon. - Sun.) Classes will resume, Monday, April 5.
Advance Registration (Tentative subject to change)	Apr. 12	Advance registration tentatively set to begin for Summer & Fall 2010. Go to website for enrollment schedule: <a href="http://www.stonybrook.edu/registrar/class-schedules.shtml">http://www.stonybrook.edu/registrar/class-schedules.shtml</a>
Mon-Fri Classes End	May 7	Last day of class for any courses that are held Mondays through Fridays.
University Withdrawal	May 7	Last day to withdraw from the University. Completion of Withdrawal Request form is required. Visit website for form: <a href="http://stonybrook.edu/registrar/forms.htm">http://stonybrook.edu/registrar/forms.htm</a> .
Saturday Classes End	May 8	Last day of class for any courses that are held on Saturdays.
Reading Days	May 9	Make up exams, lab meetings, etc. may <b>NOT</b> be scheduled on reading days.
Finals for Mon-Fri Classes	May 10-17	Finals held for Monday through Friday Courses. No Weekend Exams for Mon-Fri Classes. For schedule go to <b>Final Exam Schedule</b> link at the Registrar's Website. <a href="http://www.stonybrook.edu/registrar">www.stonybrook.edu/registrar</a>
Finals for Sat. Classes	May 15	Saturday Finals held during regular scheduled class time.
End of Term	May 18	End of Term; Last day of Finals.
Commencement	May 21	University Graduation Ceremony